CTE Skill Certificate Test
Performance Documentation

This document must be submitted to the test coordinator at the end of each testing trimester/semester.

Course: Computer Technology II   **# Students in course: _____**
Test Number: 251   **# Students tested: _____**
School:_____   **Date:_____**
Instructor's Name:_____

This is to verify that the students marked **YES** on performance accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

Use the following features in at least two software applications:
- Graphic objects
- Headers and footers

Use word processing software to create:
- Reports that include
  - page numbers, header or footer, section/page break(s),
  - in-text citations, footnotes/endnotes, and works cited/bibliography.
- Table with merged/split cells, borders and shading, and sorted data (this table may be included in reports, letters, etc.).
- Mail merged letter with envelopes or labels

Use spreadsheet software to create:
- Workbooks (with two or more worksheets) that include:
  - references to other worksheet cells in the workbook
  - formulas with absolute and relative cell references
  - functions including IF, PMT, VLOOKUP, and HLOOKUP
  - print options including formulas, gridlines, row/column headings, scaling
- Charts
  - pie, bar, column, line, etc.
  - formatted
- Worksheet with database features
  - Sort on multiple fields
  - Filter
  - Subtotals

Use presentation software to create:
- Slide shows, demonstrating professional quality design following generally accepted presentation guidelines, that include:
  - transitions with automatic timing
  - custom animations
  - objects (charts, diagrams, tables, sound, movie)
  - links and action buttons
- speaker notes

Use database software to create:
- Tables that include:
  - Primary key
  - Change field names and properties
- Queries that include:
  - Criteria (text, wildcard, numeric)
  - Sort
- Reports

Complete a project that combines the use of word processing, spreadsheet, and electronic presentation software.

Each performance is documented and kept on file by the teacher for one year.
(Check the documentation method used)
- □ Individual student performance tracking sheets
- □ A class period summary score sheet
- □ Recorded and identified in the class grade book

Instructor's Signature:_____